

RFMS STEERING TEAM MEETING MINUTES	
Meeting Type: <u>Weekly</u>	Meeting Date: <u>2 June 04</u>
Meeting Time: <u>1000-1100</u>	Meeting Place: <u>Kaizen No Yochi</u>
Present: DRE, XO, BM, DOICC, C130 (Recorder/ Facilitators)	
GROUP CALENDAR	
22 May-6 June	RPAO TAD to Philadelphia and Leave
2-3 June	CO TAD to Korea
9-10 June	CO TAD to Iwakuni
7- 12 June	New DRE turn over
14- 30 June	XO on Leave
14-18 June	DOICC on leave and TAD
21-23 June	CDR Zucchero, Perspective PWO DG visiting Yokosuka
24- 30 June	DOICC TAD to Diego Garcia for Award fee board
25 June- 2 July	BM on leave
1-2 July	CAPT Fuligni visit.
28 June-12 July	RPAO on leave
30 July	NAVFACFE establishment
7 Aug	RPAO detach from Japan-
13 Aug	New RPAO reports
Jan 05	PWC/OICC IG

1. LT Santos introduced new Supply Officer, LT Scott Stahl to RFMS Steering Team. LT Santos to submit FISC POAM and metrics next week in Captain Peacock's brief.

DRE – NAVSUP Regionalization. Alignment will happen FY05.
XO – Requested Lt Stahl attend next week's Hail and Farewell.

2. Group Calendar & 90 Day Task List updated.
3. Minutes of the last meeting were reviewed. Some minor changes made.

4. Yokosuka Work Induction Process. By LT Obermiller.

Two step process.

First step solely customer service.

Problem not effective; need to get ROICC engaged.

MLCs don't have big picture of process on ROICC and their work load;

Communication needs improvement

ROICC missing piece in process.

Pushing to get more FE environment.

MLCs lack of understanding of fax priority.

LT Obermiller – Need the right players in the process. Not always getting accurate information from MAXIMO. MAXIMO has separate data from Code 400 design status. Need standardization.

XO – How is process working with customers; Lt. Obermiller: OK. Just when there is building manager turnover. Started draft handbook for care for facilities.

Second step.

PWT – Need to flush MAXIMO; no system to flush MAXIMO. No archive utility Possible kinks in MAXIMO, need to look at status report and critical point is the “Program Management Board.”

5. New Web site.

Two different option pages distributed.

XO requested RFMS ST link to NAVFAC FE.

Click on base log to enter their sites.

DOICC/BM updated on the link.

Several miss spellings found.

C190 will present both options to CO.

6. Goal Status update.

7. Items of general interests.

None.